

Arizona Department of Health Services Office for Children with Special Health Care Needs Children's Rehabilitative Services Administration	Effective Date: 03/01/2007 Last Review Effective Date: 02/13/2008
SUBJECT: General Administration	SECTION: GA 1.3

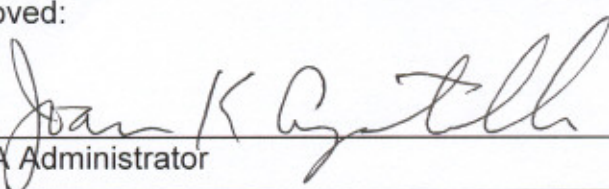
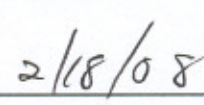
SUBTITLE: CRSA Notification Procedure for AHCCCS Medical Policy Manual and AHCCCS Contractor Operations Manual Updates

POLICY

The purpose of this policy is to describe the process CRSA uses to distribute the AHCCCS Medical Policy Manuals (AMPM) and the AHCCCS Contractor Operations Manual (ACOM) updates to the CRS Contractors.

PROCEDURE

- 1) CRSA Division of Compliance reviews the updated chapters from the AMPM and/or the ACOM as provided monthly by AHCCCSA.
- 2) The CRSA staff inserts a copy of updates in the CRSA binder labeled AMPM or ACOM.
- 3) The CRSA staff sends the email with the AMPM and/or ACOM updates to the CRS Contractors and CRSA Management Team with an explanation on how the changes impact the CRS Program and any actions the CRS Contractors need to take. The e-mail includes a statement to contact CRSA with any questions or clarifications.
- 4) Updates to the AMPM and/or the ACOM are a standard agenda item on the Quarterly Administrators meetings to provide an opportunity for CRSA and the CRS Contractors to discuss any of the policy changes.

Approved:  CRSA Administrator	Date: 
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